

HOUSEKEEPING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position with responsibility for managing the cleaning operations at Dutchess Community College. Responsibility is also maintained over the courier service for the Community College. Work is performed under the general supervision of a higher level administrator with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. Supervision is exercised over a large staff of cleaning personnel and Delivery Drivers.

TYPICAL WORK ACTIVITIES:

1. Directs and supervises cleaning staff in the safe and efficient cleaning of all College facilities (both on and off-campus sites);
2. Establishes safety standards and controls and ensures that all staff follow proper procedures;
3. Prioritizes, assigns and schedules all courier services for the college;
4. Establishes cleaning standards and inspects and evaluates appearance and condition of buildings to insure standards are met;
5. Develops and maintains automated control and inventory records of all cleaning equipment and supplies;
6. Meets with manufacturer's representatives concerning cleaning products and equipment, evaluates new and different products and brands, and makes recommendations for purchases;
7. Develops and recommends budget for cleaning services;
8. Monitors scheduling of events held at the College (job fairs, craft shows, performances, etc.) and coordinates any set-up activities required;
9. Addresses concerns and complaints of the College community regarding cleaning services and initiates solutions;
10. Co-supervises snow and ice control activities;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, tools and terminology of large scale building cleaning; good knowledge of the safety procedures used in building cleaning activities; good knowledge of O.S.H.A. standards, the Right to Know Law and other safety laws, rules and regulations as they relate to building cleaning; good knowledge of budgeting and inventory procedures used in a municipal setting; good knowledge of recycling practices and procedures; skill in the use of standard tools and equipment of the trades; ability to supervise the work of others; ability to keep records; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to develop material and cost specifications; ability to utilize various software packages for database management, word processing; initiative; good judgment; physical condition commensurate with the demands of the position.

HOUSEKEEPING SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) High school graduation or its equivalent and five years of progressively responsible experience in large scale building cleaning, custodial work or related areas AND at least one (1) year of which has been in a supervisory capacity;
- OR: (B) An equivalent combination of the above training and experience.

NOTE: College credits may be substituted for up to four years work experience other than supervisory experience on a year-for-year basis (30 credits equivalent to one year experience). Work experience may be substituted for high school on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid driver's license.

SV4202

ADOPTED: 01/08/75

REVISED: 11/27/79

 04/08/87

 07/01/91

 01/05/94